

**External - Job Order Detail**  
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

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**Department:** DEPARTMENT OF LABOR & INDUSTRY

**Division:** Employment Relations

**Bureau:** Safety and Health

**Date Posted:** 03/05/2008

**Job Category:** Healthcare Practitioner and Technical/Management

**Position  
Number:** 66204506

**Position Title:** Occupational Safety and Health Specialist Supervisor

**Location:** HELENA

**Job Status:** Full Time Permanent

**Salary:** \$38,768.00 to \$51,689.00

**Salary Unit:** Year

**Additional Salary Info:** Applicants' qualifications will be assessed based on minimum qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.

**Shift:** Daytime

**Band:** 6

**Closing Date:** 03/27/2008

**Supplement  
Required:** Yes

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Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

**State Agency:**

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

**Phone:** (406) 444-3710

**Fax:** 444-3685

**TTY:** 444-0532

**E-mail:** [dliapps@mt.gov](mailto:dliapps@mt.gov)

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**Special Information:**

For more job details and application materials see <http://dli.mt.gov/jobopenings/> Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching

begins upon the first day of employment (vesting criteria applies).

The Bureau is seeking a self-motivated, service-oriented individual join its management team as the Section Leader of the Occupational Health and Safety Section.

The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

**Duties:**

The mission of the Department of Labor & Industry is to promote the well being of Montana's workers, employers, and citizens, and to uphold their rights and responsibilities. As part of the Department, the primary goal of the Occupational Health and Safety Bureau is to prevent workplace injury and illness, improve safety culture and to increase the level of management and employee involvement in the safety arena. The Bureau accomplishes this goal by providing service in the areas of public sector health and safety compliance, private sector health and safety consultation, mine safety compliance and health and safety training. The Bureau is funded through a combination of State funds and Federal grants.

This position has managerial responsibility for 10 safety and health professionals within the Occupational Health and Safety Section. The successful candidate will administer and enforce occupational safety and health laws in public sector workplaces within Montana; manage the Federal OSHA On-Site Consultation Program for private sector workplaces within Montana; and assist with implementation of the Montana Safety Culture Act. In addition, the successful candidate will assist the Bureau Chief in defining and establishing program goals and objectives; promulgating policies and procedures for Bureau activities; managing the Bureau's budget for cost projections and spending needs; preparing, submitting and managing the Federal OSHA On-Site Consultation Program Grant; maintaining liaison with Federal government personnel; preparing fiscal notes for legislative proposals; drafting Montana Administrative Rules, recommending changes in health and safety law; conducting hearings for rule adoption and modification; testifying in front of the legislature or other public groups to explain and interpret Bureau procedures or statutes; and selecting, recruiting, developing, evaluating, coaching and retaining Bureau health and safety personnel.

The Section Leader will have significant opportunity to impact Montana's injury and illness rates through involvement in statewide health and safety initiatives and associated partnerships with stakeholders. The position may involve travel up to 25% of the time, including out of state trips.

**Competencies:**

Must have knowledge of safety standards and application of all phases of an effective safety program and its relationship to the applicable laws and administrative rules; management principles and practices including budgeting, financial management, supervision practices, training, discipline, employee selection and performance evaluation. Must have the ability to communicate effectively verbally and in writing; direct the work of subordinates; make effective presentations in group settings; interpret laws and administrative rules accurately and consistently; and maintain effective working relationships with safety professionals in the public and private sector as well as other state and local government agencies. Must have competencies in working with federal grants; leadership; remote supervision; accessibility; tact and diplomacy;

relationship management; communication; and reading the system.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

**Education/Experience:**

This position requires a Bachelor degree in occupational safety and health, industrial hygiene, safety management or a closely related field and two years experience in the safety and/or industrial hygiene fields or 6 years of directly related experience. A related master's degree and certification (CSP or CIH) are preferred.

The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

**Application materials required initially for this position include the following:**

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Applications materials required are:

1. Signed and completed State of Montana Employment Applications (PD 25).
2. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.
3. Completed Application Supplement.
4. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

\*Application materials can be obtained from any Job Service office or downloaded from <http://dli.mt.gov/jobopenings/> . Applications must be received by closing date. Applications will be rejected for late, incomplete or unsigned application materials. Typed signatures will be considered.

**Supplemental Questions:**

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please put your name and the position and position number you are applying for at the top of each page.

1. Describe how you have obtained your knowledge of occupational health and safety.

Include college course work, training sessions and work experience. Also describe your personal philosophy of occupational safety and health and how it will make you effective in this position.

2. Please describe your management and supervisory experience. Include a brief explanation of your philosophy of managing personnel (and remotely located personnel, if applicable). Please identify each management or supervisory position you have held and state: the title and nature of the position, the length of time in the position, and the number of staff supervised.

3. The Safety Bureau is responsible for implementing policies of the State of Montana relating to occupational safety and health. This requires that the Section Leader maintain positive working relationships with employers, labor organizations, trade associations and legislators in order to ensure that the services of the Bureau are effective throughout Montana. Please describe specific examples of your experience in working with policy level decision makers to implement a program. Include the program(s) involved, the issues communicated, the audience, the venue and the results. You may provide more than one example.